

***Unapproved Draft***

**Town of Brentwood  
Budget Committee Meeting  
Meeting Minutes of May 21, 2012**

*Present:* Elyse Seeley (Chair), Bill Faria, Bob Mantegari (late), John Lyon, Krista Steger, Malcolm Allison.

*Absent:* Jeff Bryan; Dianne Vosgien (excused)

*No Public present*

Chairperson Elyse Seeley called the meeting to order at 7:00 pm.

**Correspondence**

1. John Lyon and Bill Faria received an official letter from Congressman Frank Guinta congratulating us on our election to the Budget committee.
2. There was a Department Head meeting held May 1<sup>st</sup> but BudCom was not notified and therefore no one attended this Department Head meeting.

**Meeting minutes for approval: February 6, 2012 Budcom Hearing and Meeting**

3. Motions to approved minutes from February 6, 2012 Public Hearing, Malcolm/Krista. Approved 4-0, 1 abstention with no changes.
4. Motion to approve minutes from February 6, 2012 Budcom meeting, Malcolm/Krista, Approved 4-0, 1 abstention with no changes.

**Election of 2012-13 Season Officers (Chair, Secretary)**

5. Motion to nominate Elyse as Chair of Budcom, Bill/Malcolm, Approved 6-0. (Bob arrived)
6. Motion to nominate Bill as Recording Secretay, Bob/John, Approved 6-0.

**Old Business**

1. From Selectmen Meeting minutes, it was noted that the Fire Department did receive a grant from Homeland Security for 50% of the cost of the new radios and pagers that the department needs and the unused portion of the warrant article will be used to offset taxes. This will result in an offset of about .03 cents in the appropriations voted on at Town and local School meetings and the School Coop warrants and will result in an anticipated increase of \$1.18 per \$1,000 of assessed value instead of the \$1.21 reported after town elections.
2. Elyse provided voting results from last year's votes. The distressing note is the small number of registered voters who voted. The numbers show very low turnout. There was some discussion of monies left over in the cooperative budget and how that will be used, including using the surplus to encourage early retirements.
3. Karen and Carolyn have kept data for Budcom to consider and review regarding real estate transactions in town. We reviewed the information. It included Deed Transfers (including foreclosures, auctions, and abandonments), Sales below assessed value, Abatement requests, and permits for new dwellings. The equalization rate is 102.87% (from Oct). We agreed we need some additional information. To include *total sales* and *sales above the assessed value* to go with *sales below assessed value*.

## **New Business**

### Identify needs for coming season

1. Revenue info needed. Other revenue sources exist from Recreation, Library, ? other depts. - some in Trusts, some Revolving. Identified need from all Department Heads to provide information of income streams and amounts, for informational purposes and improved transparency.
2. New Capital Improvement plan. This is a plan required by the state. It is a ten year plan and authorizes the town to change impact fees on new developments. John volunteered to be a member of the group that develops the new/updated plan this year. (Our current plan expires at the end of 2012). The last item on the current plan is the Highway building which is a plan in progress.
3. We discussed the need to make some field trips to the various departments to help us better understand their budget needs. Highway facility, Fire Department, Historical Bldg, Library addition on this year's list. New Swasey Principal may require orientation to process. Time table to be determined in the coming meetings.
4. General discussion and reaffirmation of our role in the town's budget process. We agreed we will ask the Board of Selectmen and Department Heads to provide information on the new evaluation system in place, the timetable of final personnel evals, budget schedule and a sense of budget needs related to salaries.

### **Draft Schedule of Meetings (September-December)**

5. Tentative Schedule: October 1 and 22, November 5 and 19, and December 3 and 17. We will check on town meeting dates and ensure we are in compliance with state regulations and as always we will meet as necessary. We will also ask the new Swasey principal to meet with us early in the budget cycle to outline our needs and his process.

Motion to adjourn at 8:22, Bob/Bill 6-0.

Minutes respectfully submitted by William C Faria